

### **TASKS PERFORMED BY TRUSTEE**

The Trustee reviewed the Debtor's Schedule of Assets and Liabilities and Statements of financial Affairs. The Trustee conducted an examination of the Debtor at the Section 341 meeting of creditors.

1. The Trustee prepared annual reports to the United States Trustee's Office.
2. The Trustee managed the estate's cash on hand. This included investing the estate's funds in interest bearing accounts and maintaining a report of cash receipts and disbursements.
3. The Trustee examined the Debtor's records in an effort to identify additional assets available to the estate for liquidation and to verify the disposition of assets. Trustee discovered at the 341 meeting that Debtor was expecting a tax return of approximately \$4,000.00. Trustee demanded turnover of the tax refund for the benefit of the estate and creditors of the estate which will result in a distribution of approximately 31% to unsecured claims.
4. The Trustee attended to tax issues concerning the estate.
5. The Trustee reviewed the claims filed in this case.